

CONFIDENTIAL

5 March 1976

MEMORANDUM FOR: Personnel Officer, Office of the DCI

SUBJECT : Change in Fair Labor Standards Act (FLSA) Status
of Positions and Personnel in Your Component

1. Agency employees' status as exempt or nonexempt from the overtime provisions of the Fair Labor Standards Act (FLSA) was initially determined based on the employees' occupational code and grade level. A recent change in criteria requires that FLSA status be based on actual duties performed by employees thereby making the current method inapplicable. To determine whether Agency positions and personnel are correctly designated under the revised criteria, PMCD is in the process of reviewing the duties contained in each employee's position. Our initial review indicates that a number of positions and employees require redesignation.

2. In order to effect these changes as they occur, we are providing you a listing (attached) of those employees on whom action will need to be taken. You are requested to process Requests for Personnel Action, Forms 1152 and Forms 3804, to change each employee's title as shown under the New Title and Code column on the attached listing. The actions are to be processed effective 28 March 1976. A Form 261, Staffing Complement Change Authorization, will be processed by PMCD to change position titles on the Staffing Complement accordingly.

3. The processing of personnel actions will produce a notification to employees that his FLSA status has been changed as of the effective date of the action. All of the personnel shown on the attached listing have retroactive FLSA status. PMCD will notify the Office of Finance with appropriate data in order for that Office to determine if employees are entitled to additional overtime pay under FLSA. Notification will also be provided employees on their retroactive status.

4. Upon completion of the personnel action processing, please return the attached listing to OP/PMCD, 625 C of C Building and indicate under the Remarks column that the processing has been completed. If an employee is no longer slotted in the position indicated, please note and do not process an action. It is planned that further FLSA instructions will be issued in the near future.

5. Any questions regarding the attached listing should be directed to the Position Management Officer shown on the listing.

[Redacted Signature]

Chief

Position Management and Compensation Division

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Att

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Approved For Release 2006/11/08 : CIA-RDP80M00165A002900120009-2

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